



RENEWAL Reassigned Time Requests for Faculty Coordinators

Instructions: Complete the following form, ask your Dean to review and sign, and then submit it to the Office of Instruction. For information about the timeline and process for determining selection of faculty coordinators see [Reassigned Time Process webpage](#).

1. Provide a brief, but specific, summary of your accomplishments and/or challenges during your term. Limit to 1-2 pages. Additional materials, such as flyers for events, are welcome.

During my time of Guided Pathways coordination, I have served in two key roles. I am the faculty co-chair of the Guided Pathways steering committee at Cañada as well as the faculty co-lead of the Interest Areas and Program Maps priority work group.

As the faculty co-chair of the steering committee, I have facilitated our weekly steering committee meetings, starting with creating each week's agenda, organizing guest speakers and structuring our work-based discussions. I have led meetings and kept discussions on track, developed the strategic priority questions that will guide our work throughout the year, reported out from various meetings and conferences where Guided Pathways presentations occurred, and compiled each week's minutes for the Guided Pathways website to share with the entire campus community. In addition, I have represented Cañada's Guided Pathways steering committee at various presentations across campus and the district. I presented at our August FLEX day on the draft Interest Areas, brought discussion of the Interest Areas and program maps to each of the college's instructional divisions, and presented at a District Board Study Session along with our sister colleges, College of San Mateo and Skyline College.

As the faculty co-lead for the Interest Areas and Program Maps work group, I have led regular meetings to consolidate data and campus input on what should be Cañada's Interest Areas. I have presented these draft Interest Areas at the divisions and invited campus feedback. In addition, I have met with faculty members and counselors throughout the semester to develop the program maps for all degrees and certificates across the campus. I have followed up on work that began last March in the drafting of the program maps, created new program maps for non-ADTs, and coordinated the uploading of these program maps to Concentric Sky, the company building a program mapper tool.

If you need more space, continue your response in the text box on the next page.

Continue your response to Question 1 below if you need to.

Recently, I attended the Guided Pathways Equity Workshop on November 8th, and as a result, I have worked on revising the strategic priority questions for the Interest Areas and Program Maps work group to better reflect equity-minded language to keep equity discussions at the forefront of this work.

2. Do you think this position should be continued? How would your program be impacted if this position is not continued?

I believe my position should be continued because the Guided Pathways steering committee needs a co-lead who represents faculty. As someone who's been involved with Guided Pathways since its earliest days at Cañada, I bring a wealth of knowledge of the history and development of Guided Pathways over the course of the previous two and a half years. In addition, we are currently in the middle of the workload related to building out the program mapper tool with Concentric Sky. While most of the program maps for campus degrees and certificates have been drafted, many of them still need approval from discipline faculty and or counselors. Guided Pathways would be greatly impacted if my role were not continued as it would be impossible to fulfill our contractual obligations with Concentric Sky. Cañada would not have the benefit of a program mapper tool, which would provide students with the guidance of an overview of the courses needed for them to achieve their educational and career-based goals.

Administrative Use Only

Dean's Review:

- Fully support request
 Support with reservation
 Do not support (explanation required)

Explanation:

Dean Signature: